

January 11, 2008



COMMONWEALTH OF KENTUCKY

# FIRST STEPS

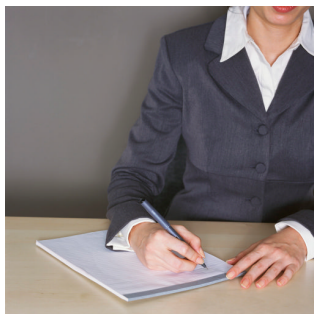
KENTUCKY'S EARLY INTERVENTION SYSTEM

## **DRAFT Evaluation, Assessment and IFSP Policies Posted**

DRAFT Evaluation, Assessment and IFSP policies are being sent to the First Steps website webmaster today for public comment and should be available for review no later than Monday.

**The policies will be posted and comments will be accepted through February 15, 2008.**

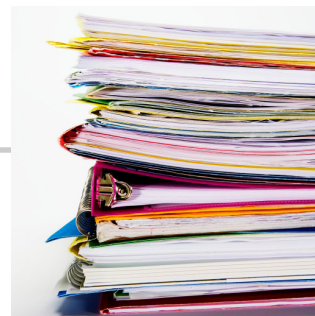
When these proposed policies were last posted for comment, commenters expressed confusion with the way in which the policies were formatted. In response, rather than creating addendums to existing policies, we have edited the existing policies themselves. Language that has been deleted from current policy/procedure is designated by a strike-through and language that has been added to current procedure is designated by an underline. This has been done to assist you in identifying proposed changes.



You can provide written comment on the policies at the following link:

[http://www.surveymonkey.com/s.aspx?sm=Oac4N2LO8mLEtjzgRIFjw\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=Oac4N2LO8mLEtjzgRIFjw_3d_3d)  
>Click Here to take survey</a> .

You may also submit written comments to Central Office at 275 E. Main St, HS2W-C, Frankfort, KY 40621-0001. E-mail comments will not be accepted.



You will recall that Central Office posted DRAFT Evaluation, Assessment and IFSP policies in July, 2007. Those proposed policies were pulled for review/revision in September, 2007 and are now being re-posted for public comment.

While I hope that you will take the opportunity to review these policies in detail, I want to provide you with a couple of highlighted proposed changes:

### *Evaluation*

Section 1.(2)(d)2.requires that the primary level evaluation include a developmental component completed by a PLE "that shall include: if potentially eligible, completion of a cabinet-approved criterion referenced assessment instrument".

Section 1.(2) requires annual re-evaluation to be a part of ongoing assessment and "include an assessment in all five (5) areas by the Primary Service Provider or another designated provider using a cabinet-approved criterion referenced instrument

Section 1.(5) Record Review has been incorporated into policy.

Section 1.(8) Report requirements have been organized and clarified.

Section 2.(3) Record review is no longer required in order to have a child who is considered premature and is referred to First Steps before 4 months corrected age evaluated at the Intensive Level Clinic and preferably the Neonatal Intensive Care Unit Follow-Up Clinic.

Section 2.(4) Children without established risk conditions may remain eligible for the First Steps program if the child is under 3, a resident of Kentucky, continues to demonstrate any ongoing developmental delay or fails to reach a level of functioning comparable to same-age peers and the IFSP team agrees that First Steps services are required in order to support continuing developmental progress.

Continued on page 2

## **Assessment**

Introduction. The introduction now highlights the importance of a core knowledge of early childhood development in the assessment process.

Section 1.(3) provides a guide for further assessment as “a delay of 20% or more. However, further assessment may be sought for delays of less than 20% if it is felt that the criterion referenced assessment did not accurately reflect the child’s level of delay or if the child’s development is considered to be atypical.”

Section 1.(4) specifies that “children without a diagnosed established risk condition shall receive an evaluation in the five developmental domains using a norm referenced, standardized instrument and an initial assessment in the five (5) developmental domains using a cabinet-approved criterion referenced instrument done by a primary level evaluator.”

Section 1.(5) requires that annual reevaluation “include an assessment in all five (5) areas by the Primary Service Provider or another designated provider using a cabinet-approved criterion referenced instrument.

Section 1.(6) requires that “within 120 days prior to exiting the First Steps program at age three (3), children shall receive an assessment in all five (5) areas by the Primary Service Provider (PSP) or another designated provider using a cabinet-approved criterion referenced instrument. The annual reevaluation may be used to meet this requirement as long as it is completed within 120 days prior to the child’s exit from the First Steps program.”

Section 1.(7) Report requirements have been organized and clarified. In addition a new form (RF-22) has been drafted to ensure the POEs who are entering assessment protocols into Baby KEDS will have sufficient information to do so.

### ***IFSP***

Section 1.(1) includes new federal

language requiring early intervention services to be based on “peer-reviewed scientific research (to the extent practicable)”.

Section 1.(1) defines “timely” service provision as “within 21 calendar days of the service ‘start’ date identified on the IFSP.”

Section 1.(4) includes the language from the *First Steps Provider Code of Ethical Conduct*, which states that “First Steps providers shall ensure that a parent and/or primary caregiver is present and collaboratively involved in every service session.”

Section 1.(5) sets the IFSP meeting as the point in time at which the child’s Primary Service Provider is selected and provides some criteria that may be used when selecting the Primary Service Provider.

Section 1.(7) requires that prior to the annual IFSP meeting “the Primary Service Provider or another designated provider shall complete a cabinet-approved criterion referenced assessment for progress measurement and planning purposes and all ongoing service providers

shall submit a progress report to the Primary Service Coordinator summarizing the child’s progress. The assessment report may serve as the annual review.”

Section 1.(8) includes new federal language extending the earliest point at which the Transition Conference may occur (9 months prior to the child’s third birthday).

Section 1.(9)(k) requires the IFSP to identify the child and family’s Primary Service Provider.

Section 1. (9) also includes specific information about Transition steps and services.

## ***Developmental Status Scale***

Central Office is proposing that the policy instituting the Developmental Status Scale (DSS) be revoked.

### ***Required Form 22 (RF-22)***

This is a cover sheet designed to accompany assessment protocols that are being sent to the Point of Entry offices for data entry.

Please note this is a brief summary of the changes being proposed to the Evaluation, Assessment and IFSP policies. I would strongly encourage you, as a First Steps stakeholder, to review the policies in their entirety. You can find the policies on the First Steps website at <http://chfs.ky.gov/dph/firststeps.htm> . You can provide written comment on the policies at the following link:

<a href="http://www.surveymonkey.com/s.aspx?sm=Oac4N2LO8mLEtCjzgRIFjw\_3d\_3d">Click Here to take survey</a> .

You may also submit written comments to Central Office at 275 E.

Main St, HS2W-C, Frankfort, KY 40621-0001. E-mail comments will not be accepted.



## **CBIS Billing Information**

PROVIDERS: The 2008 Cut-off dates are now posted. You can review them on the CBIS website (<http://cbis.louisville.edu/>).

Please make special note of the December 2008, and January 2009 cycles. The December 2008 cutoff date before the holidays will be on a Tuesday, and that cycle will not be run until January 7th. Checks will not arrive by Christmas Day, or even New Years! There will be four weeks between the last December cutoff (Dec. 23) and the first January cutoff (Jan 21).

Providers must submit billing and summary sheets for processing based on the CBIS cut-off dates. If CBIS receives bills and/or summary sheets by the cut-off date, those bills and summary sheets will be processed for that billing cycle. If CBIS receives bills and/or summary sheets after the cut-off date, those documents will not be processed until the following billing cycle.

NOTE: \*Faxes must be sent to CBIS by 3:00 PM (Eastern Time) on the cut-off date. Please refer to our [fax guidelines](#) for page limits and all CBIS fax standards.

\*Electronic billing files must be

uploaded to the CBIS billing server by 12:00 midnight (Eastern Time - the night of the cut-off date). If you are interested in electronic billing, please see our [Electronic Billing](#) instructions.



\*Providers who choose to drop-off billing or summary sheets to CBIS in person for the current billing cycle, must do so by 5:00 PM on the cut-off date.

\*If providers mail their billing into CBIS, CBIS is not responsible for delays in the U.S. mail due to holidays or similar circumstances. Please take these circumstances into account, and plan on mailing your billing

based on the reliability of the postal system. Providers may want to mail their billing with return receipt or delivery confirmation. Providers may also decide to over-night their billing to guarantee delivery to the CBIS offices by the cut-off date.

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## **New Fax Number**

Please note that the fax number for First Steps Central Office has changed to **502/564-8003**. Please update your records.

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## **Training Reminder**

Registration for the HELP and HELP Follow-up training is available on TRAIN.

Be sure to read registration instructions carefully for important information on time, location, prerequisites, and materials to bring.

First Steps Assessment Training on the Hawaii Early Learning Profile **FOLLOW-UP** 1010811-January 23, 2007-10:00-3:00 ET-Lexington

First Steps Assessment Training on the Hawaii Early Learning Profile-1010812-10:00-3:00 ET-January 24, 2008-Lexington

First Steps Assessment Training on the Hawaii Early Learning Profile **FOLLOW-UP** 1010813-January 29, 2007-12:30-4:30 CT-Bowling Green

First Steps Assessment Training on the Hawaii Early Learning Profile-1010814-January 30, 2008-9:00-3:00 CT-Bowling Green



## **Kentucky Division for Early Childhood Scholarship Application Winter/Spring 2008**

The Kentucky DEC is encouraging the professional development of teachers, developmental interventionists, and students by offering an opportunity to apply for financial support to attend an in-state early childhood conference, workshop or seminar series. The following application process will be used to award teachers, early interventionists, and/or students with funds primarily to cover conference registration fees and/or the Council for Exceptional Children /Subdivision (DEC only) membership. Any remaining balance (outside registration fees) can be used to cover associated costs to attend the conference or professional development event.

This application and all requested information must be submitted to Elizabeth McLaren  
**no later than February 6, 2008.**

Elizabeth, McLaren.  
Assistant Professor  
Morehead State University  
Curriculum and Instruction  
A301 Ginger Hall  
Morehead, KY 40351

Email attachment: [e.mclaren@moreheadstate.edu](mailto:e.mclaren@moreheadstate.edu)

Phone: 606-783-2537

Announcements for awards will be made (via the KYDEC list serve) by Feb. 15, 2008 via email. State-wide geographic distribution will be considered when awarding scholarships.

### **Criterion for review:**

Must be currently teaching in a Kentucky early childhood program (e.g., Head Start, Early Head Start, public preschool, child care, etc.) or working for First Steps OR enrolled as an undergraduate or graduate student in a Kentucky college or university with an early childhood focus.

Submit a copy of a new application for OR current CEC membership card

Completed contact information

Completed statements identified on page 2

Selection of one of the early childhood conference options

Your signature

Questions should be directed to Elizabeth McLaren at [e.mclaren@moreheadstate.edu](mailto:e.mclaren@moreheadstate.edu) or to Kristi Lunceford at [klunc00@uky.edu](mailto:klunc00@uky.edu)

**Contact information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Program of employment OR school of enrollment: \_\_\_\_\_

Advisor Name & contact #: (if current student): \_\_\_\_\_

**STEP 1:** Up to \$100 will be available to cover registration costs for one of the following events.

**Select One:**

22<sup>nd</sup> Annual Kentucky Early Childhood/RTC Summer Institute  
(June 9-11, 2008 in Lexington, KY)

Southern Early Childhood Association (SECA) Conference  
(March 27-29, 2008 in Northern Kentucky)

Other In-state Early Childhood Workshop such as a regional RTC conference, Head Start Conference, Kentucky Speech and Hearing Association Conference, etc. (conference must be held before June 30, 2008)

Name of conference/workshop: \_\_\_\_\_

Include workshop brochure or announcement if available Dates-Time & Location

**STEP 2:** Up to \$100 will be available to cover either DEC membership or travel/lodging costs for the event selected above.

**Select One:**

CEC/DEC membership (print out the membership application from the DEC website, complete the form, and submit the form with your application). [www.dec-sped.org](http://www.dec-sped.org)

Be prepared to submit mileage and receipts for food and lodging related to the conference selected above. Your related expenses will be reimbursed up to \$100.

If awarded this scholarship/professional membership, I agree to process the membership information by May 1 (if applicable) and attend the entire early childhood conference or workshop for which my registration has been paid.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

**In an approximate 50 word statement, describe to the application review committee the population of children and families you serve OR (if you are a full-time student) how you see the impact of research to practice by attending this conference and being able to apply it in your coursework:**

**In a statement of approximately 150 words, tell the application review committee how obtaining membership to a professional organizations like CEC or DEC, and attending this early childhood conference will benefit you professionally.**